



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Sheet 1 of 3

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date July 7, 1987	1. Agency Address Georgia Department of Public Safety 959 E. Confederate Ave. Atlanta, Georgia 30316	Application Number 87-85	Date Received OCT 6 1987
Application Number		Date Completed NOV 4 1987	
2. Person to Contact Ms. Cindy Mitchell		Working Title Personnel Officer	Telephone Number 656-6070 824-7550
3. Action Requested Exception to 82-365 a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1950	Latest Present	5. Records Series Title (followed by title used in office; if different) Personnel Folders	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Personnel Office is responsible for maintaining personnel records for all employees of the Department of Public Safety and its attached agencies. All sick, annual, compensatory, and forfeited leave records are maintained by the Personnel Office along with all employment status changes. All insurance, deferred compensation, performance reports, faithful service awards, and workers' compensation claims and problems are handled by the Personnel Office.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Employee's personnel records. Included are: All forms required or used by the State Merit System including Employee's Health Insurance Service and the Employee's Retirement System and copies of these forms such as personnel actions; requests for certification; certification of completion of interdepartmental training; performance reports; certificates of appointment to permanent status; results of examinations by Merit System; security questionnaire; memoranda and correspondence relative to action by the State Personnel Board affecting individual employees or interpreting matters of policy; application for retirement system membership; designation of beneficiary; memoranda relative to computation of time countable toward retirement and other documents including summary service records; next of kin and emergency contact data; earnings records; health insurance enrollment records; File is arranged: see attached (See Attached)			
8. Monthly Reference Rate One to six months old <u>5</u> ; Seven to twelve months old <u>2</u> ; Thirteen to twenty-four months old <u>2</u> ; twenty-five months and older <u>2</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____ Other (specify) microfilm 6 rolls			

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. State Personnel Board Rules and Regulations
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy. Only Payroll data in State Audit Report.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Only partial duplication in State Merit System and State Retirement Bd.
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 70 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need. O.C.G.A. 50-18-72

To provide evidence should there be enduring retirement, insurance, or other rights a seventy year retention, based on life expectancy, is needed. Also, persons discharged with prejudice can appeal anytime during their lifetime.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

SEE ATTACHED

Griswold S. Morley
Personnel Officer 10/5/87

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Frank B. Campbell</i>	10-5-87	<i>Imia Lee Wilson (RM)</i>	10/5/87
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
87-85 Sheet 2 of 3		State Auditor/Designee	10-14-87
		Secretary of State/Designee	10/15/87
		Attorney General/Designee	11/3/87

Sheet 3 of 3
Schedule # 87-85
Effective Date: 11/04/87

#7. Record Series Description

Included are: (Cont'd.)

leave and leave computation records; withholding and other deduction records; weekly, monthly, daily or yearly time worked reports; loyalty oaths and similar and related documents of all types appropriate for inclusion in an individual's personnel folder.

File arranged: Paper file is arranged alphabetically by employee's name. Microfilm file is arranged by image number within roll number, accessible for computer furnished information.

APPLICATION FOR RECORDS RETENTION SCHEDULE (Cont'd.)

#12 Records Series Title
Personnel Folders

Paper Copy: Upon receipt of documents, create two microfilm copies (reference and vital records); then place information in computer; hold in current files area 1 month or until verified on computer, whichever is later; then destroy.

Microfilm Reference Copy: Hold in current files area until suspended, obsolete, or no longer needed for reference; then destroy.

Microfilm Vital Records Copy: Transfer to State Archives for permanent retention.